

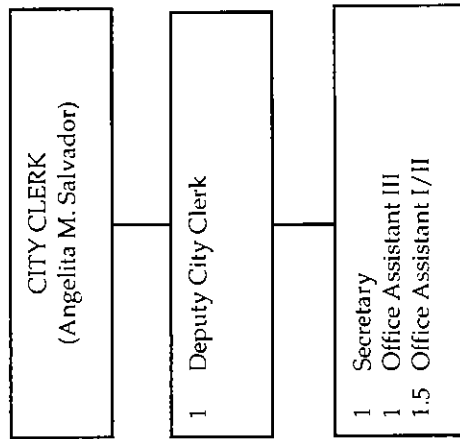
CITY CLERK'S OFFICE

The City Clerk is appointed by the City Council. The Clerk is responsible for facilitating the conduct of business by the City Council and fulfilling legal requirements as set forth in the Charter, City Code and State law. The City Clerk's Office conducts all City elections and administers campaign and financial disclosure laws.

The Office maintains a true record of all proceedings of the City Council; meets all requirements regarding public postings, legal advertising, recordations and mailing of public hearing notices; and processes Assessment Districts, annexations, deeds, tax cancellations, appeals and initiative petitions.

The City Clerk's Office provides administrative assistance to the Council, edits and maintains the City Code, is custodian of the City Seal, administers oaths or affirmations, and executes City contracts and agreements. The office also maintains official City records, provides certified copies thereof and provides information to the public regarding the legislative operations of government.

CITY CLERK'S OFFICE



FISCAL YEAR 2002-03 POSITION TOTALS: 5.0 Full-Time
0.5 Permanent Part-Time

CITY CLERK'S OFFICE
DEPARTMENT SUMMARY

DEPARTMENT MANAGER-CITY CLERK

DEPARTMENT MISSION STATEMENT

To maintain official records, administer elections and provide administrative support to City Council.

DEPARTMENT FUNCTIONS

- Administer City elections. (M 1)
- Maintain the City Code and City Charter.
- Administer campaign and financial disclosures, and oaths. (M 2)
- Coordinate, prepare and distribute Council agenda materials and minutes. (M 3, 4, 5, 7, 10)
- Maintain official City records and provide records management support services for all departments. (M 6, 9, 11, 12, 13)
- Notice legal documents and process annexation and assessment district proceedings, deeds, appeals, initiative petitions and ordinances. (M 8)
- Provide administrative support to City Council. (M 14)

MAJOR DEPARTMENTAL GOALS/STRATEGIES FOR FISCAL YEAR 2002-03

- Conduct the 2002 General Municipal Election, including orientation of new Councilmember(s).
- In coordination with the City Manager's Office, assist in the planning efforts for implementation of the City of Mountain View Centennial Celebration in the year 2002.
- Explore the feasibility of electronic notification of Council agenda items.

MAJOR DEPARTMENT CHANGES

- General Operating Fund:
 - Miscellaneous Reductions (\$15,200)
Reduces overtime, supplies, temporary help, training and travel and eliminates the gifts given at the annual recognition dinner. *No significant impact anticipated.*
- Technology Efficiencies (\$11,150)
Adjusts the budget for the Records Management Program, microfilming and code supplement reproduction based on efficiencies from the new document imaging system. *No significant impact.*

CITY CLERK'S OFFICE
DEPARTMENT SUMMARY

- General Fund Reserve:

2002 Municipal Election (one-time expenditure) \$55,700

Provides one-time funding to conduct the November 2002 municipal election.
Enables 2002 City Council election to occur.

PERFORMANCE/WORKLOAD MEASURES

	2000-01 Target	2000-01 Actual	2001-02 Target	2001-02 Actual	2002-03 Target
Elections:					
1. Percent of official election notices published without errors	100%	100%	100%	100%	100%
2. Percent of Statement of Economic Interests processed correctly and submitted on time	100%	100%	100%	100%	100%
Legislative:					
3. Percent of agenda packets prepared and distributed four days before Council meeting		New for FY 2001-02	100%	100%	100%
4. Percent of agendas and minutes posted at least 72 hours prior to a regular Council meeting	100%	100%	100%	100%	100%
5. Percent of minutes prepared for City Council meeting without errors of fact	100%	97%	100%	100%	100%
6. Percent of resolutions and ordinances processed within five days after a Council meeting is held	>90%	97%	>90%	100%	>90%
7. Percent of Council agenda staff reports processed within five days after a Council meeting is held	>90%	98%	>90%	100%	>90%
8. Percent of legal hearing notices prepared, noticed and mailed within legal deadlines	100%	100%	100%	100%	100%
Records Management:					
9. Percent of boxes of records deemed eligible for destruction which are destroyed	>90%	0% ^(A)	>90%	90%	>90%
10. Percent of agenda items uploaded to imaging system each agenda production week	100%	100%	100%	100%	100%
11. Number of agreements documented and indexed	150	317 ^(B)	220	448	220
12. Percent of agreements/contracts retrieved within three days of request	>95%	100%	100%	96% ^(C)	100%

**CITY CLERK'S OFFICE
DEPARTMENT SUMMARY**

	2000-01 Target	2000-01 Actual	2001-02 Target	2001-02 Actual	2002-03 Target
13. Percent of records sent for recording within 24 hours upon receipt of request from department	100%	96%	>90%	95%	>90%
Administrative/Support to Council:					
14. Percent of Council service requests responded to within one hour	>95%	95%	>95%	95%	>95%

^(A) No boxes destroyed; 250 boxes waiting for approval from departments.

^(B) Fiscal Year 2000-01 target set too low, actuals coming in higher. This number includes agreements that are not approved by Council. Fiscal Year 2001-02 target adjusted higher.

^(C) One request took longer than three days due to incomplete information.

AMS/BUD
LHP-402-02^

**CITY CLERK'S OFFICE
DEPARTMENT SUMMARY**

<u>POSITIONS</u>	<u>2000-01 ADJUSTED</u>	<u>2001-02 ADOPTED</u>	<u>2002-03 ADOPTED</u>
City Clerk	1	1	1
Deputy City Clerk	1	1	1
Secretary	1	1	1
Office Assistant III	1	1	1
Office Assistant I/II	1	1.50 *	1.50
Total Permanent	5	5.50	5.50
Total Part-Time Hourly	0	0	0
TOTAL POSITIONS	5	5.50	5.50

* Added permanent half-time Office Assistant I/II position.

<u>EXPENDITURE SUMMARY</u>	<u>2000-01 ACTUAL</u>	<u>2001-02 ADOPTED</u>	<u>2002-03 ADOPTED</u>
Salaries Wages and Benefits	\$ 336,737	399,861	428,880
Supplies and Other Services	80,338	82,036	115,035
Capital Outlay	357	14,400	0
Interfund Expenditures	0	0	0
TOTAL EXPENDITURES	\$ 417,432	496,297	543,915

<u>FUNDING SOURCES</u>	<u>2000-01 ACTUAL</u>	<u>2001-02 ADOPTED</u>	<u>2002-03 ADOPTED</u>
General Operating Fund	\$ 417,432	496,297	488,196
General Fund Reserve	0	0	55,719
TOTAL FUNDING	\$ 417,432	496,297	543,915

<u>REVENUE SUMMARY</u>	<u>2000-01 ACTUAL</u>	<u>2001-02 ADOPTED</u>	<u>2002-03 ADOPTED</u>
General Service Charges	\$ 956	0	1,000
Miscellaneous Revenue	2,918	0	320
TOTAL REVENUES	\$ 3,874	0	1,320

**CITY CLERK'S OFFICE
DEPARTMENT SUMMARY**

DETAILED EXPENDITURES

<u>PERSONNEL</u>	<u>2000-01 ACTUAL</u>	<u>2001-02 ADOPTED</u>	<u>2002-03 ADOPTED</u>
Salaries	\$ 261,772	318,976	336,033
Wages	27,834	18,000	18,000
Benefits	47,131	62,885	74,847
	<u>\$ 336,737</u>	<u>399,861</u>	<u>428,880</u>
<u>SUPPLIES AND SERVICES</u>	<u>2000-01 ACTUAL</u>	<u>2001-02 ADOPTED</u>	<u>2002-03 ADOPTED</u>
Materials and Supplies	\$ 15,368	20,011	16,336 *1
Maintenance and Operations	1,520	1,500	1,500
Utilities	384	600	600
Professional/Technical Svcs	44,025	36,325	23,780 *2
Other Expenses	19,041	23,600	72,819 *3
	<u>\$ 80,338</u>	<u>82,036</u>	<u>115,035</u>

*1 Includes reduced funding of \$4,900 for supplies.

*2 Includes reduced funding of \$11,150 for technology efficiencies related to the records management program, microfilming and code supplement reproduction, and \$1,400 for temporary help.

*3 Includes reduced funding of \$6,500 for miscellaneous items such as training, conference and travel and the gift given at the annual recognition dinner and includes one-time funding of \$55,700 for the general municipal election in November 2002.